

## **ASSET MANAGEMENT SPECIALIST**

### **DISTINGUISHING FEATURES**

The fundamental reason the Asset Management Specialist position exists is to assist the Asset Management Coordinator in the management of the city's real estate portfolio, including development of procedures and policies. This position is assigned to the Capital Projects Management Division of the Municipal Services Department. This classification does not supervise. This position receives general supervision from the Asset Management Coordinator.

### **ESSENTIAL FUNCTIONS**

Provide city-wide lease administration which includes technical assistance to city staff regarding leases, billings, rent collection, rent escalators, insurance certificates, lease renewals, etc.

Negotiate and develop property leases, licenses and intergovernmental agreements to support Capital Improvement Projects, City services and private development.

Negotiate and coordinate easements on city property.

Develop and issue Requests for Proposals.

Public outreach including presentations at public hearings and meetings related to disposition of real property interests.

Order and review appraisals and title reports. Review legal descriptions, site plans and construction drawings.

Develop and maintain property inventory and lease system, including monthly reconciliation of data and coordination with GIS Department.

Manage Lease Excise Tax issues and reconcile property tax issues regarding city property.

Coordinate citywide real estate training programs. Coordinate RIO meetings; maintain RIO home page on intranet.

Complete special projects as assigned.

Attendance and punctuality are essential functions to this position.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

##### Knowledge of:

Budgets, legal agreements, property management and fundamental real estate law.

Ordinances, practices, procedures, and terminology of governmental operations.

##### Ability to:

Understand city budget and financial processes, and be able to read and interpret the City Code.

Make public presentations.

Operate a variety of standard office equipment requiring repetitive arm-hand movements.

Enter and retrieve data or information into/from a terminal, PC or other keyboard device.

Prepare and present oral and written reports.

Communicate effectively (orally and in writing) with clearly organized thoughts using proper sentence construction, grammar and punctuation with many levels of staff, citizen groups, Boards and Commissions, contractors and City Council.

Establish and maintain effective working relationships with co-workers, supervisors, contractors and the general public.

Work independently with minimal supervision.

**Education & Experience:**

At least two years of business related college coursework. Five years of work experience in a real estate or business related field is necessary.

Valid Arizona Driver's License and no major driving citations in the last 39 months are required for all driving positions.

**FLSA STATUS:** Exempt

**HR Ordinance Status:** Unclassified